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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement M

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Clearance of Announcement and Contract Forms with the
Office of the Solicitor

Director's Memorandum No. 15, Supplement 2, Amendment 1, dated August 24, 1943, requires that all announcement, offer and contract forms be cleared with the Office of the Solicitor. This involves a change in our established procedure for such clearance and eliminates the necessity for clearance with Program Services.

All clearance of announcement, offer and contract forms with the Solicitor's Office for this Branch shall be the responsibility of Mrs. E. P. Suit, Chief, Announcements and Contracts Section.

It is understood from the Solicitor's Office that clearance may be obtained on any form within four hours after submission, therefore, this new procedure should not result in any unusual delays.

It has already been provided (SCB Memorandum No. 3, Supplement H) that the Commodity Divisions forward announcement and offer forms to the Announcements and Contracts Section in an original and four copies. The distribution of these copies shall be as follows:

1. Original and two copies shall be forwarded by the Announcements and Contracts Section to the Solicitor for his approval.
2. Two copies will be retained by the Announcements and Contracts Section until approval is received.

It has been agreed by the Office of the Solicitor that they will prepare a memorandum of approval and return with the original copy to the Announcements and Contracts Section. This copy will become the contract file copy and shall be retained by that Section.

In those cases where purchases are made by means of telegraphic announcements, and in other cases which require that clearance be expedited, it has been arranged for Mrs. Suit to clear the forms by obtaining the initials of a representative (Mr. George Cooper, or, in his absence Mr. Charles Nutting) of the Solicitor's Office. This shall be done only in those cases where no new or unusual conditions are involved and this clearance will later be confirmed by a formal statement. In order that this may be done, it will be necessary to provide the Announcements and Contracts Section with sufficient copies of each telegraphic announcement as follows:

1. Telegram blank
2. Yellow copy
3. Green copy
4. Blue copy
5. Five white copies

Of the above, three white copies shall be forwarded to the Solicitor's Office for clearance as in the case of an announcement or contract form.

None of the foregoing is intended to preclude the possibility of consultation regarding legal technicalities between the various commodity representatives and the Solicitor's Office and, except as indicated herein, there shall be no changes in the established procedure for the clearance of announcement and contract forms.

